

CONTROL NO.

DD5/oc o/o

REPORTS INVENTORY			
PREPARE IN DUPLICATE			
1. TITLE OF REPORT (If a fill-in report include Form No.) Overtime Report			
2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING			
3. FUNCTIONAL AREA <input type="checkbox"/> PERSONNEL <input type="checkbox"/> TRAINING <input type="checkbox"/> LOGISTICS <input type="checkbox"/> SECURITY <input type="checkbox"/> MEDICAL <input checked="" type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Bi-weekly	
6. DISTRIBUTION (No. of components not number of copies) 1		7. FORMAT (memorandum, form computer print-out, etc.) Memo	
8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT OC-A	
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) -----	
12. COST FACTORS			
A. MANUAL PREPARATION AND REVIEW COSTS			
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT X TIMES PREPARED = COST PER YEAR
GS-06	3.62	30 min.	1.81 26 47.06
B. COSTS OF COMPUTER PRODUCED REPORTS			
TOTAL COSTS PER YEAR 47.06			
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.			
Required by higher authority.			
14. FUTURE GOALS			
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE			ESTIMATED SAVINGS MAN-HOURS DOLLARS STAT
16. DATE OF INVENTORY 10/1/70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090066-6	
FORM 11-2		Classification (22-96-43)	